



Charlotte County Purchasing Division  
18500 Murdock Circle, Suite 344  
Port Charlotte, Florida 33948-1094

Phone 941.743.1378  
Fax 941.743.1384

## NOTICE OF AVAILABILITY

REQUEST FOR PROPOSALS  
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed proposals at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

**RFP NO. 2014000195**  
**MANASOTA KEY MASTER PLAN DESIGN**

The Manasota/Sandpiper Key MSTU had a conceptual master plan competed in December 2013. This is for a qualified firm(s) to provide professional services for the design and permitting of the top three (3) priorities as indicated within the master plan. Additional design work may be added.

**PRE-SUBMITTAL CONFERENCE: 10:00 a.m. (EST), FEBRUARY 27, 2014**  
**ADMINISTRATION COMPLEX, BUILDING B, ROOM 106B**

**PROPOSAL DUE DATE: 5:00 p.m. (EST), MARCH 12, 2014**  
**PURCHASING DIVISION CONFERENCE ROOM**

Proposal Documents may be obtained by accessing the Charlotte County Purchasing Division's website at [www.charlottecountyfl.com/purchasing](http://www.charlottecountyfl.com/purchasing) under "Purchasing Bids Online", document number 141952. Any questions can be answered by contacting Carole A. Smith, CPPB, Senior Contract Specialist, at 941.743.1373, or by email to: [carole.smith@charlottefl.com](mailto:carole.smith@charlottefl.com).

Notice of Availability  
[www.charlottecountyfl.com](http://www.charlottecountyfl.com)  
Posted: February 11, 2014





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**ADDENDA NOTIFICATION FORM**

**RFP NO. 2014000195**

**MANASOTA KEY MASTER PLAN DESIGN**

The County will attempt to notify all prospective firms of addenda issued to the proposal documents. However, it shall be the responsibility of the firm, prior to submitting their proposal, to contact the Purchasing Division to determine if addenda were issued, acknowledging and incorporating it into their submittal.

If you would like to request notification of any addenda that may be issued regarding this project, please complete the form below and return via fax to 941.743.1384, attention Carole A. Smith, CPPB, Senior Contract Specialist or by email to [carole.smith@charlottefl.com](mailto:carole.smith@charlottefl.com).

By completing and returning this form, you are requesting notification of addenda that may be issued regarding this specific project only.

COMPANY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_





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## STATEMENT OF NO SUBMITTAL

If you **do not** intend to submit on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We, the undersigned, have declined to submit on requested commodity/service **RFP #2014000195, Manasota Key Master Plan Design**, for the following reason(s):

- \_\_\_\_\_ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- \_\_\_\_\_ Insufficient time to respond to the Request for Proposal.
- \_\_\_\_\_ We do not offer this product or service.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ Unable to meet bond/insurance requirements.
- \_\_\_\_\_ Unable to meet specifications.
- \_\_\_\_\_ Specifications are unclear (explain below).
- \_\_\_\_\_ Remove us from your vendors' list for this commodity/service.
- \_\_\_\_\_ Other (specify below).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person (typed or printed): \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Note:** Statement of No Submittal may be emailed to [carole.smith@charlottefl.com](mailto:carole.smith@charlottefl.com) or faxed in to the Purchasing Division at 941.743.1384.



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**RFP NO. 2014000195**

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**REQUEST FOR PROPOSAL  
MANASOTA KEY MASTER PLAN DESIGN  
RFP 2014000195**

**PART I - INSTRUCTIONS**

**RP-01 INTENT:**

**A.** It is the intent of the County to select a firm who clearly demonstrates the highest level of ability and proven reliability to perform the professional services specified in the Scope of Services. Brief summaries applicable to the required work should be included with the proposal.

**B. Time and Date Due** - Charlotte County will accept proposals from individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida until **5:00 p.m. (EST), March 12, 2014.**

In order to insure that all prospective proposers have sufficient information and understanding of the County's needs, a **Pre-submittal Conference** will be held **February 27, 2014 at 10:00 a.m. (EST), Room 106B, Building B, Administration Complex, 18500 Murdock Circle, Port Charlotte, Florida.**

**RP-02 CONTRACT AWARDS:** The County anticipates entering into a contract with one firm who submits the proposal judged to be most advantageous to the County. The selected firm shall be required to sign a formal agreement in the standard form currently used by Charlotte County for professional services.

The proposer understands that this RFP does not constitute an agreement or a contract with the proposer. A proposal is not binding until proposals are reviewed and accepted by the Board of County Commissioners and a contract is executed by both parties.

**RP-03 DEVELOPMENT COSTS:** The County shall not be liable for any expense incurred in connection with preparation of a response to this Request for Proposal (RFP). Proposers should prepare a straightforward and concise description of the proposers' ability to meet the requirements of the RFP.

**RP-04 INQUIRIES:** The County will not respond to oral inquiries. Proposers may submit written or faxed inquiries regarding this RFP to Purchasing, 18500 Murdock Circle, Suite 344, Port Charlotte, Florida 33948; Fax No. 941.743.1384, or they may be addressed at the pre-submittal conference. The County will respond to written or faxed inquiries received at least five (5) working days prior to the RFP due date.

The County will record its responses to inquiries and any supplemental instructions in the form of written addenda and will send written addenda to all proposers who received the RFP. It shall be the responsibility of the proposer, prior to submitting their proposals, to contact Purchasing to determine if addenda were issued, acknowledging and incorporating them into their proposal.

**RP-05 PROPOSAL SUBMISSION AND WITHDRAWAL:** The County will receive proposals at the following address:

Senior Division Manager - Purchasing  
Charlotte County Administration Complex  
18500 Murdock Circle, Suite 344  
Port Charlotte, Florida 33948-1094

Proposals received after the established deadline will not be opened. Proposers may withdraw their proposal by notifying the County in writing at any time prior to the due date. Proposals not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to provide Charlotte County the services set forth in these specifications until one of the proposals has been accepted by the Board of County Commissioners. Upon opening, proposals become "public records" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

**RP-06 PROPOSAL RESTRICTIONS:**

**A.** In order to control the cost of preparation, submittals should be limited to a maximum of 50 pages, one-sided, excluding cover letter, index, dividers, resumes, and the required forms.

**B.** In accordance with Ordinance #96-002, the manufacture, use, display or other employment of any facsimile or reproduction of the Charlotte County Seal, without the express, prior, written approval of the Board of County Commissioners of



Charlotte County, Florida, is hereby declared to be unlawful and punishable as a Second Degree Misdemeanor as provided in Section 165.043, Florida Statutes.

**RP-07 DRUG FREE WORKPLACE:** Charlotte County is a Drug Free Workplace. It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the proposal.

**RP-08 PUBLIC ENTITY CRIMES STATEMENT:** In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

**RP-09 CANCELLATION/TERMINATION:** The County shall have the right to unilaterally cancel, terminate or suspend this Contract, in whole or in part, by providing the successful proposer thirty (30) days written notice by certified mail.

It is expressly understood by the County and the Contractor that funding for any successive fiscal years is contingent upon appropriation of monies by the Board of County Commissioners. In the event that funds are not available or not appropriated, the County reserves the right to terminate the Contract and/or individual leases. The County will be responsible for any outstanding invoices prior to the termination.

**RP-10 RESERVED RIGHTS:** The County reserves the right to accept or reject any and/or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response received the first submission date may or may not be rejected by the County, depending on available competition and timely needs of the County. The County shall be the sole judge of the proposal and the resulting agreement that is in its best interest, and its decision shall be final.

The County reserves the right to accept or reject any or any part of the submissions, if it is deemed in the best interest of the County. The County, in its sole discretion, may expand the scope of work to include additional requirements. The County reserves the right to investigate as it deems necessary to determine the ability of any firm to perform the work or services requested. The firms, upon request shall provide information the County deems necessary in order to make a determination.

**RP-11 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:** Charlotte County, Florida, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all firms it will affirmatively ensure in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit proposals in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All firms are hereby notified that the successful firms must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, firms agree that:

No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.

- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate this Contract upon receipt of evidence of discrimination.

**RP-12 PAYMENT:** Request for payment must be submitted to Charlotte County Purchasing on a form approved by the County in accordance with contract documents. Price shall be net and all invoices payable according to the Local Government Prompt Payment Act (F.S.218.74).



**RP-13 PERFORMANCE EVALUATION:** At the end of the Contract, the receiving department will evaluate the successful proposers' performance. This evaluation will become public record.

**RP-14 INSURANCE REQUIREMENTS:** Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE** - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form (CG 00 01)**

Policy shall include bodily injury, property damage, broad form contractual liability and Explosion, Collapse and Underground (XCU) coverage.

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.
- b. Contractor's subcontractors shall be subject to the same minimum requirements identified above.
- c. Policy shall be endorsed for a waiver of subrogation against the Charlotte County.

2. **Automobile Liability** - Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Automobile liability must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. Policy shall contain a waiver of subrogation against the Charlotte County.

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation Statutory  
Employers' Liability  
Each Accident, bodily injury or disease \$1,000,000

- a. Policy shall contain a waiver of subrogation against the Charlotte County.
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. If the contractor has no employees the contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

4. **Professional Liability (Errors and Omissions Liability) for Prime Contractors**

- a. Estimated Projection Construction Cost up to **\$9,999,999**
  - Each Claim \$1,000,000
  - Annual Aggregate \$2,000,000
- b. Estimated Projection Construction Cost from **\$10,000,000 to \$19,999,999**
  - Each Claim \$2,000,000
  - Annual Aggregate \$2,000,000



- c. Estimated Projection Construction Cost from **\$20,000,000 to \$40,000,000**

Each Claim	\$3,000,000
Annual Aggregate	\$3,000,000
- d. In the event that any professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of five (5) years beginning at the time work under this Contract is completed.
- e. Policy shall contain a waiver of subrogation against Charlotte County.

**5. Professional Liability (Errors and Omissions Liability) for Subcontractors**

In addition to the insurance requirements for the Contractor, the contractor's registered sub-contractors (including structural, civil, mechanical, plumbing, electrical engineering, landscape architecture, survey, geotechnical and materials testing) are required to carry Professional Liability insurance at the same levels and conditions as the Contractor.

**Additional Insured** – All policies, **except** for the Workers Compensation shall contain endorsements naming the County its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services contained herein. The additional insured endorsements' shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured(Form B) endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 23 37 if later revisions used.

**Waiver of Subrogation Rights** – The Contractor shall require the carriers of required coverage's to waive all rights of subrogation against the County, its officers, employees, agents and volunteers. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

**Policies Primary and Non-Contributory** – For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Severability of Interests** – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

**Proof of Coverage** - Prior to the commencement of performance of services the Contractor shall furnish to the County Purchasing Division Certificates of Insurance and amendatory endorsements or copies of the applicable policy language effecting coverage required. These certificates shall provide that such insurance shall not be terminated or expire without notice thereof in accordance with the policy provisions and Contractor shall maintain such insurance from the time the Contractor commences performance of services until completion of such services. Within seven (7) calendar days of notice of award, the Contractor shall furnish a copy of the Declaration page and required endorsements for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

**Acceptability of insurance carrier** – Unless otherwise approved by Risk Management, Insurance shall be written by insurers authorized to do business in the State of Florida and with a minimum Best Insurance Guide rating of "A:VII".

**Deductibles and Self-Insured Retention** – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

**Failure to Procure Coverage** – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured or is cancelled and not replaced, the County has the right but not the obligation or duty to terminate the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

**Insurance Review** – Insurance requirements are subject to periodic review by the County. The Risk Manager or designee is authorized, but not required, to reduce, waive, or suspend any insurance requirements whenever Risk Management determines



that any of the required insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if Risk Management determines that heretofore, unreasonably or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual, or alleged, on part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part to the County.

**RP-15 UNAUTHORIZED ALIEN WORKERS:** Charlotte County will not intentionally award publicly-funded contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A(e) of the INA shall be grounds for termination of this Agreement by the County.

**RP-16 EMPLOYEE BACKGROUND CHECK:** If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

**END OF PART I**



## **PART II SCOPE OF SERVICES**

**RP-17 BACKGROUND:** The Manasota/Sandpiper Key MSTU had a conceptual master plan completed in December of 2013. The Committee is requesting design and permitting of the top three (3) priorities as follows (see page 33 on the attached Master Plan Final Report):

- (1) Update and add mid-block crosswalks
- (2a) Gulf Boulevard six-foot sidewalk, lane/bike lane restriping
- (2b) Gulf Boulevard landscaping
- (2c) Street lighting replacement
- (3) Commercial area on-street parking

The project location is the area within the Manasota and Sandpiper Key MSTU, including but not limited to, Gulf Boulevard south of the roundabout, and the entire commercial corridor. The County may or may not utilize this contract for additional services as listed within the Master Plan.

**RP-18 SCOPE:** The Consultant will need to design the project and obtain all necessary permits. The Consultant shall coordinate the plans with all utility companies and detail any activities which may be required.

Design may include but not be limited to the following:

- all work necessary to bring design plans to a state of construction ready, permitting all applicable Federal, State and Local, complete survey and as-built drawing necessary for the successful completion of the project
- construction engineering inspection
- shop drawing review
- technical specifications
- plans designed to current Charlotte County and Florida Department of Transportation (F.D.O.T.) Standards
- pay items, probable quantities, engineering estimates, computation sheets and construction plans at 30%, 60%, 90%, and 100% (signed and sealed) prepared by Consultant and provided to the County in electronic/paper format
- attend the pre-bid and pre-construction meetings
- certify the record drawings

**END OF PART II**



**PART III  
PROPOSAL FORMAT & EVALUATION METHOD**

**RP-19 RULES FOR PROPOSALS:**

A. The proposal must name all persons or entities interested in the proposals as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

B. The following is an excerpt from Charlotte County Resolution #2011-221 and applies to this proposal: **"Any questions regarding a project or submittal shall be directed to the designated person in the Purchasing Division for a response. From the time the notice of request for proposals is published until the contract is awarded, there shall not be any contact between a proposer, agent or other representative and any member of the selection committee, user department, Administration, or any member of the Board of County Commissioners regarding the project or proposal submitted by any proposer. Should any member of the selection committee initiate contact or fail to report any contact, such committee member may be subject to disciplinary action up to and including dismissal. If any proposer, agent or other representative contacts any committee member, user department, Administration or member of the Board of County Commissioners regarding a request for proposals or submitted proposal, the proposer is subject to sanctions up to and including being disqualified from bidding or responding to requests for proposals or letters of interest issued by the County for twelve months from the date of the opening".**

C. For your information, the members of the Professional Services Committee for this project are as follows:

Andy Stevens, Natural Resources Manager  
Shaun Cullinan, Planning & Zoning Official

Venkat Vattikuti, Transportation Planner  
Tara Musselman, Projects Manager

**RP-20 PROPOSAL FORMAT:** Firms shall prepare their proposals using the format outlined in the Consultant Evaluation Form on pages 13 and 14.

**RP-21 PROPOSAL REQUIREMENTS:** In addition to the information required in the Consultant Evaluation Form, provide the following information:

A. Team Organization, Management and General Qualifications - Multiple firm or joint venture teams should clearly identify the roles and responsibilities of the proposed participants. Team and project management structure should be documented. The principal within the prime firm responsible for the project and the proposed project manager should be identified and a statement presented that those persons would not be substituted without the express permission of the County. Teams should demonstrate experience in previous similar projects.

B. Work Plan - Firms submitting should demonstrate their understanding of the project. An outline description of anticipated project tasks in sequence should be prepared. Firms should identify anticipated deliverables and a general schedule for a project of this magnitude.

C. Individual Qualifications - Firms should submit the resumes of key people. Firms should specifically identify the lead designer on the project and his/her qualifications. Provide a statement indicating that the designer will not be substituted without the express permission of the County.

D. Experience and References - Supply materials indicative of experience in other projects of similar complexity. A reference list for each firm is required, including name, project and telephone number. A reference list for the **lead designer/project manager** is required identifying name, project and telephone number.

Proposals are to be typed on the firm's letterhead, specifically referring to the project and the scope of services, containing all required information. That information is to be submitted in **one (1) original completely unbound form (clearly marked ORIGINAL on the front page), plus four (4) bound, signed copies, and placed in a sealed package clearly marked on the outside "RFP 2014000195, MANASOTA KEY MASTER PLAN DESIGN"** and addressed to:

Senior Division Manager - Purchasing  
Charlotte County Administration Complex  
18500 Murdock Circle, Suite 344  
Port Charlotte, Florida 33948-1 094

**RP-22 EVALUATION METHOD AND CRITERIA:**

A. General - The County shall be the sole judge as to the merits of the proposal, and the resulting agreement. The County's decision will be final.



The County's evaluation criteria will include, but shall not be limited to, considerations listed on **Proposal Requirements, page 11**. As mentioned in PROPOSAL FORMAT, the proposals should be prepared using the format outlined in the Consultant Evaluation Form on pages 13 and 14.

B. Selection - The Professional Services Committee shall evaluate the proposals submitted. Telephone discussions will be held with all firms submitting and a short list of firms from proposals will be ranked in order. Final approval will be by the Board of County Commissioners who may request public presentation.

**RP-23 ANTICIPATED SCHEDULE:** The projected schedule of events for this proposal is as follows:

02/11/14	County advertises for proposals
02/27/14	Pre-Submittal meeting
03/12/14	Proposal due date
03/24/14	Professional Services Committee short lists firms



# EVALUATION FORM

## CONSULTANT EVALUATION FORM CHARLOTTE COUNTY, FLORIDA

<b>PROJECT DESCRIPTION</b> <b>MANASOTA KEY MASTER PLAN DESIGN</b>			<b>DATE</b>	
<b>PROJECT LOCATION</b> <b>CHARLOTTE COUNTY</b>			<b>PROJECT NO:</b> <b>RFP 2014000195</b>	
<i>Evaluation Criteria</i>	<i>Value</i>	<i>Assigned Value</i>	<i>Weight</i>	<i>Score</i>
<b>I. TEAM PROPOSED FOR THIS PROJECT</b> A. Background of the personnel 1. Project Manager 2. Other Key Personnel 3. Consultants	1 – 5		X 15	
<b>II. PROPOSED MANAGEMENT PLAN</b> A. Team Organization 1. Design Phase 2. Construction Phase	1 – 5		X 14	
<b>III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT</b> A. Describe projects	1 – 5		X 15	
<b>IV. LOCATION/FACILITIES OF WORKING OFFICE(S) THAT WILL PROVIDE STAFF FOR THIS PROJECT</b> A. Length of time “Local Office” established B. Location of “Local Office” C. Residencies of personnel which live in Charlotte County D. Use of local sub-consultants ** See Affidavit for detail of criteria and point association.			15, 10, 5 or 0 Points 20, 15 or 0 Points 5, 3, 2 or 0 Points 10, 10 or 0 Points	= = = =
<b>V. PROJECT CONTROL</b> A. Schedule 1. What techniques are planned to assure that schedule will be met? 2. Who will be responsible to assure that schedule will be met? B. Cost 1. What control techniques are planned? 2. Demonstrate ability to meet project cost control. 3. Who will be responsible for cost control? C. Recent, current and projected workload	1 – 5		X 07	
<b>VI. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT</b> A. Describe proposed design philosophy. B. What problems do you anticipate and how do you propose to solve them? C. Describe probable energy applications. D. Describe innovative approaches in production and design.	1 – 5		X 12	
<b>VII. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS</b> A. Describe the projects to demonstrate. 1. Schedule control. 2. Cost control 3. Construction problems and means taken to solve them. 4. Any additional construction costs caused by design deficiencies, not program changes.	1 – 5		X 12	



<b>VIII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS</b> A. Value Engineering. B. Life Cycle Cost Analysis C. Critical Path Method D. Fast-Track Construction E. Energy Conservation F. New Energy Resources G. Environmental Assessment H. Specialized Experience	1 – 5		X 12	
<b>IX. VOLUME OF WORK – TOTAL OF PAYMENTS RECEIVED FROM COUNTY WITHIN THE 24 MONTHS*</b> \$0 - \$49,999                      5 points \$50,000 - \$99,999              4 points \$100,000 - \$199,999          3 points \$200,000 - \$349,999          2 points \$350,000 - \$499,999          1 points \$500,000 +                      0 points * Based upon information provided on Proposal Submittal Signature Form, Magnitude of Charlotte County Projects	0 - 5		X 01	
<b>X. LITIGATION – HAVE YOU BEEN NAMED AS A DEFENDANT OR CO-DEFENDANT IN A LAWSUIT IN THE LAST FIVE YEARS</b> If so, describe circumstances and outcome, including Case Number, Case Name and Court.	1 – 5		X 01	
<b>XI. MINORITY BUSINESS</b> A. Certified Minority      Value of 5 B. Non-certified            Value of 0	0 or 5		X 01	
<b>REMARKS:</b> The value assigned is judged on a scale of 1 through 5, with 5 being the highest possible value. The three exceptions are: <b>IV. Location/Facilities of Working Office; IX. Volume of Work; and XI. Minority Business. Category IV. Location</b> will be evaluated by total points as listed on the attached affidavit; <b>Category IX. Volume of Work</b> has a value of 0 through 5 as indicated; and <b>Category XI. Minority Business</b> has a value of either 0 or 5.				



# AFFIDAVIT

Proposer affirms that information provided as it relates to Location & Facilities of Working Office is true and meets the definition and criteria as defined below:

Local office means the company has a valid Business Tax License issued by Charlotte County, Sarasota County or DeSoto County for at least 6 months prior to the proposal submission to do business within Charlotte County, Sarasota County or DeSoto County that authorizes the business to provide the services, and a physical business address located within the limits of Charlotte County, Sarasota County or DeSoto County from which the company operates or performs business. Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In addition to the foregoing, a company shall not be considered having a "Local Office" unless it contributes to the economic development and well-being of Charlotte County, Sarasota County or DeSoto County in a verifiable and measurable way (as identified by the criteria below). Also, companies must demonstrate and document the in-County/in-office capability and availability of the personnel working in the local office and the type of services performed at this location that is pertinent to the type of project. Companies shall affirm in writing their compliance with the foregoing at the time of submitting their proposal to be eligible for consideration as having a "Local Office". A company who misrepresents the local preference status of its company in a proposal to the County will lose the privilege to claim local preference for a one year period.

Please identify below by placing a checkmark next to the appropriate criteria and related points. Also, provide any documentation that substantiates the information given in this affidavit. Charlotte County reserves the right to request supporting documentation as evidence to substantiate the information given in this affidavit. Failure to do so will result in the proposer's submission being deemed non-responsive.

## Location & Facilities of Working Office:

Length of time "Local Office" established:

- |                                                                                       |           |
|---------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Local Office has been established more than 3 years          | 15 Points |
| <input type="checkbox"/> Local Office has been established between 1 to 3 years       | 10 Points |
| <input type="checkbox"/> Local Office has been established between 6 months to 1 year | 5 Points  |
| <input type="checkbox"/> Local Office has been established less than 6 months         | 0 Points  |

Location of "Local Office":

- |                                                                                                                  |           |
|------------------------------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Headquarters located within the boundaries of Charlotte, Sarasota, or DeSoto County     | 20 Points |
| <input type="checkbox"/> Satellite office located within the boundaries of Charlotte, Sarasota, or DeSoto County | 15 Points |
| <input type="checkbox"/> No local office presence                                                                | 0 Points  |

Residencies of personnel which live in Charlotte, Sarasota or DeSoto County and are employed with the Prime Firm's Office; the Prime Firm's Office is defined as the office performing the services for this project:

- |                                                                                             |          |
|---------------------------------------------------------------------------------------------|----------|
| <input type="checkbox"/> 50 % or more live in Charlotte, Sarasota or DeSoto County *        | 5 Points |
| <input type="checkbox"/> 25 % to 49 % live in Charlotte, Sarasota or DeSoto County *        | 3 Points |
| <input type="checkbox"/> Up to 25 % live in Charlotte, Sarasota or DeSoto County *          | 2 Points |
| <input type="checkbox"/> None of the personnel live in Charlotte, Sarasota or DeSoto County | 0 Points |

\*Personnel Affidavit attached to be completed by each person living in Charlotte, Sarasota or DeSoto County.

NAME OF FIRM \_\_\_\_\_

(This form must be completed and returned)



**Affidavit Cont'd:**

Use of Local Sub-Consultants (Sub-Consultants meeting "Local Office" definition):

☐ Local Sub-Consultants on team with Prime

10 Points

☐ Local Prime is performing all services in-house

10 Points

☐ No local Sub-Consultants on team

0 Points

Sub-Consultant Name: \_\_\_\_\_

Address: \_\_\_\_\_

\*\*\*\*\*

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Year Business Established: \_\_\_\_\_ Circle the appropriate County: Charlotte DeSoto Sarasota

State of Florida

County of \_\_\_\_\_

Sworn to and subscribed before me, a Notary Public, for the above State and County on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration

(Affix Official Seal)

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**(This form must be completed & returned)**



# PERSONNEL AFFIDAVIT

The undersigned affiant says as an employee of the proposer listed below that "I live within the boundaries of Charlotte County, Sarasota County or Desoto County".

Proposer / Company Name: \_\_\_\_\_

Request for Proposal Number: \_\_\_\_\_

Title of Project: \_\_\_\_\_

Circle the appropriate County:   Charlotte           DeSoto           Sarasota

Under penalties of perjury, I declare that I have read the foregoing affidavit and the facts stated in it are true

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

WITNESSES:

Signed By: \_\_\_\_\_

Signed By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF PART III**



**PART IV - SUBMITTAL FORMS**  
**PROPOSAL SUBMITTAL SIGNATURE FORM**

1.	Project Team Name and Title	Years experience	City of office individual will work out of for this project	City individual's office is normally located	City of individual's residence
2.	Magnitude of Company Operations				
	A) Total professional services fees received within last 12 months:			\$	
	B) Number of similar projects started within last 12 months:				
	C) Largest single project to date:			\$	
3.	Magnitude of Charlotte County Projects				
	A) Number of current or scheduled County Projects				
	B) Payments received from the County over the past 24 months (based upon executed contracts with the County).			\$	
4.	Sub-Consultant(s) (if applicable)	Location	% of Work to be Provided	Services to be Provided	
5.	Disclosure of interest or involvement: List below all private sector clients with whom you have an active pending contract and who have an interest within the areas affected by this project. Also include any properties or interests held by your firm, or officers of your firm, within the areas affected by this project.				
	Firm	Address			
	Phone #	Contact Name			
	Start Date	Ending Date			
	Project Name/Description				

NAME OF FIRM \_\_\_\_\_

**(This form must be completed and returned)**



**6. Comments or Additional Information:**

The undersigned attests to his/her authority to submit this proposal and to bind the firm herein named to perform as per contract, if the firm is awarded the Contract by the County. The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

By signing this form, the proposer hereby declares that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

As Addenda are considered binding as if contained in the original specifications, it is critical that the Consultant acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Type of Organization (please check one):  
INDIVIDUAL ☐  
PARTNERSHIP ☐  
CORPORATION ☐  
JOINT VENTURE ☐

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Fictitious or d/b/a Name

\_\_\_\_\_  
Federal Employer Identification Number (FEIN)

\_\_\_\_\_  
Home Office Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Number of Years in Business

\_\_\_\_\_  
Address: Office Servicing Charlotte County, other than above

\_\_\_\_\_  
Name/Title of your Charlotte County Rep.

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Name/Title of Individual Binding Firm (Please Print)

\_\_\_\_\_  
Signature of Individual Binding Firm

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

**(This form must be completed & returned)**



## DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:  
(name of business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date

**END OF PART IV**

**(This form must be completed & returned)**





# *Manasota & Sandpiper Key Master Plan*

Final Report  
December 2013

The Weiler Engineering Corporation



Tindale-Oliver  
&  
Associates, Inc.  
Planning and Engineering



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## Acknowledgements

### County Commissioners:

Ken Doherty, Chair, District 1  
 Bill Truex, Vice Chair, District 3  
 Christopher Constance, District 2  
 Stephen R. Deutsch, District 4  
 Tricia Duffy, District 5

### Manasota and Sandpiper Key Municipal Service Taxing Unit Committee:

Frank Chappell, Chair  
 Toby Delbridge, Vice Chair  
 Joan Dunham, Card  
 BJ Galberaith  
 Andy Wing

### Staff:

Dawn Harrison  
 Tara Musselman (Project Manager)

### Departments and Agencies:

Community Development—Engineering Division and Lighting District  
 Community Development—Planning/Zoning  
 Community Development—Comprehensive Planning  
 Community Services—Natural Resources  
 Charlotte County-Punta Gorda MPO  
 Charlotte County Sheriffs Office  
 Florida Fish and Wildlife Conservation Commission



## Chapter 1: History of Manasota and Sandpiper

Manasota Key is an outer island that is shared by Charlotte and Sarasota County. The island is known for its beautiful public beaches, shark tooth hunting, and as a must-see location for visitors and residents of Charlotte County. The beaches on the south end of the island include Charlotte County's Englewood Beach and the State of Florida's Stump Pass Beach Park.

Manasota and Sandpiper Key may serve as a popular tourist destination, but they also boast a seasonal and year-round population of residents that are passionate about their little slice of paradise. Most residents feel they know their neighbors, which is evident when experiencing a morning walk along one of the three roadways spawning from the round-about located at the intersection of North Beach Road, Beach Road, and Gulf Boulevard. Residents and visitors of all ages can be seen walking alongside the road and enjoying a peaceful sunrise and a wave to their neighbors.

During the weekends, the beaches are packed with tourists who can be seen walking and biking around the Key and visiting the selection of locally owned restaurants and stores. However, those living on and visiting this island get a sense of remoteness and small town charm when they cross over Tom Adams Bridge from the mainland. There is lush vegetation along each stretch of the island that ranges from welcoming palm trees to thick mangroves marking environmentally sensitive areas.

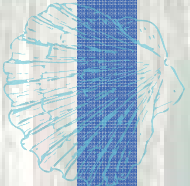
Today's Manasota and Sandpiper Key have a long history of being a destination. The Calusa Indians once called this area home. Over 100 members of a 17<sup>th</sup> Century Calusa Tribe were unearthed by the Smithsonian along the Key. The Charlotte County Historical Center displays artifacts and a historical time-line dating to thousands of years ago. Some evidence even suggests a relationship with Charlotte Harbor and the Calusa dating back before 3500 B.C.

The area is rich in history and charm. Modern day Manasota has developed from its Calusa heritage into an artist destination and retreat. On the Sarasota side of Manasota Key, the Hermitage Retreat pays homage to historic buildings located along the beach that were saved in the early 1990's from demolition and has served as a place of inspiration and catalyst for creativity. The impacts of art and culture can be seen throughout Manasota Key on both the Sarasota and Charlotte County side. This includes a large metal shell centered at the round-about as you travel to Manasota Key from the mainland on Beach Road. Upon arriving, you are greeted with a vista of swaying sea grasses, a white sand beach, aqua blue Gulf of Mexico, and a unique piece of public art. As a note, the Shell was donated by David Dignam and his family, who have also been recognized for their efforts to support the preservation of the Hermitage Artist Retreat just north on North Beach Road.



A picture of a wood carving of a boy fishing that is located on Sandpiper Key (Left). An image of a Calusa Indian wood carving, date unknown (Right).





## Chapter 2: The Need for a Master Plan

The Manasota/Sandpiper Key Community Master Plan was a project born from the local Municipal Service Tax Unit Advisory (MSTU) Committee. The committee of appointed volunteers is comprised of the local residents who oversee a work program to maintain and improve infrastructure. Typical types of infrastructure the MSTU is responsible for includes roads, traffic signs, road striping, sidewalks, drainage pipes and swales, stormwater management, brush removal, bicycle paths, and landscaping. Funding for the MSTU work program is produced by ad valorem taxes on individual properties within the MSTU boundary.

The committee members recognized that infrastructure improvements, such as lighting and stormwater management, were a priority to maintain a pleasant and livable community. However, they had concerns that any infrastructure improvements may have drastic impacts or produce barriers to additional work, such as the addition of sidewalks or bicycle lanes. Each of these facilities requires room within limited rights-of-way and should be taken into account prior to spending any money on improvements. Their primary goal was to consider all options for the future safety and well being of residents and visitors to Manasota and Sandpiper Key while saving money by reducing conflicts and potential costs of relocating built facilities.

Map 1: Study Area





## Chapter 2: The Need for a Master Plan

In addition to the need for a long-range plan, several users of the roadways had complained about safety and facility accessibility. Bicyclists from a local bicycle club identified the existing 18 inch curb as a safety issue that was hazardous to their desire of riding on-road instead of using sidewalks that were regularly filled with walkers. Several community members identified speed as a serious issue throughout both Manasota and Sandpiper.

The MSTU set out to develop a long-range planning tool that the MSTU could use to prioritize and identify projects as part of their work program. A goal of the long-range plan was to identify several critical features:

- Critical/Necessary improvements (ex. Failing/Regulatory compliance)
- Community preference of facility types
- Permitability and reasonable presumption of constructability for facilities
- Priority of improvements to use as a budget planning tool
- Costs and potential outside funding sources for the identified improvements



From the onset, the committee's goals were clear: analyze a way to make their community safer and accessible for all users. Not only were they interested in improving American Disabilities Act (ADA) compliance, but to ensure that their community was open and available to all age groups and types of users. With one of the regions more popular beaches located at the center of the community, there is a broad spectrum of demographics that serve as a target audience. This includes families with children, retirees, walkers, joggers, and bicycle club riders, to name just a few.

Each of the projects identified within this plan have been reviewed to ensure that, based on their general scope, there is a high likelihood that they can be permitted through state and federal agencies, if required. While the plan is a long-range plan to serve as a general framework for improvements, pre-application meetings were held with Florida Department of Environment (FDEP) and Southwest Florida Water Management (SWFWMD) to determine the appropriate agency for permitting and to discuss various techniques for treating stormwater within constrained right-of-ways and how to handle projects which meander on both sides of the Coastal Construction Line. Ultimately, the two agencies agreed that based on an interlocal between them and the community goals and location, any projects within the right-of-way on Manasota Key and Sandpiper Key would be directed to SWFWMD for permitting.



## Chapter 2: The Need for a Master Plan

Map 2: Corridor Character Areas



### Unique Locations and Key Features

Manasota Key and Sandpiper Key are a unique community. They are a tourist destination, yet residents feel like they live in a quiet, small town. Furthermore, there are areas along Manasota Key's main corridor, North Beach Road and Gulf Boulevard, that even differ from each other (See Map 2). Heading from the circle and commercial center of Manasota Key to the north transitions into a high density, residentially dominated area where condos greater than three stories are the primary style (Red). As you approach the Sarasota County line, the intensity of development decreases with a combination of less density and larger setbacks (Green). Then as you travel south of the round-about and head towards Stump Pass State Park, you are greeted with a mixture of bungalows and small single-family residences among a handful of resorts and commercial operations (Aqua blue). And finally, Sandpiper Key is primarily condos surrounded by environmentally sensitive land (Dark blue).

Each of these sub-areas in Manasota Key are unique and special. They each deserve a treatment unique to them, while still tying the community together. It is due to these features that our recommendations reflect what many in the community stated throughout the public input process: provide safe and convenient access but do so in a less impactful and not overly burdensome manner.

### Implementation

It is important to remember that this Master Plan is a long-range plan. Each project identified can be carried out in a variety of ways. There is a direct savings by combining certain projects, especially those that impact the same area and right-of-way space. However, there is ample opportunity to complete engineering design and permitting for a larger scope and construction phases as funds become available.

Manasota Key is not part of the Charlotte County bicycle and pedestrian sidewalk network. In fact, most literature that shows bike/pedestrian infrastructure around the County do not provide any data about this community. As a huge draw for tourists and residents of Charlotte



## Chapter 2: The Need for a Master Plan

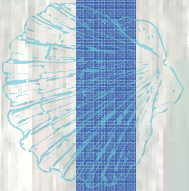
County, it is critical that the MSTU work with County staff to have their planning efforts recognized and incorporated as part of the overall priority list of County projects. In order to compete for various state and local funds, the Community Master Plan and specific projects within it should be submitted to the County and MPO for consideration and inclusion with those agencies' long-range plans.

Inclusion as part of the overall County plan for bicycle and pedestrian safety and access will allow the MSTU to gain access to future grants, such as those provided through the Florida Department of Transportation (FDOT). One resource is the Local Agency Program (LAP), which is used for transportation enhancement projects. This is a commonly used resource for sidewalk and landscape design and construction, but requires significant lead time and consensus to make it into the annually updated 5-year project list submitted to FDOT.

Another source of funding for projects includes the 1 cent infrastructure surtax. This tax is up for citizen approval in 2014. This tax collection has been a significant source of funding for sidewalks and other transportation-related infrastructure improvements. The County collects approximately \$14 million a year for capital projects from this additional one cent on local sales tax. It is critical that the MSTU play a role in letting County staff, Commissioners, and their fellow citizens know that your community has high value projects that enhance and benefit all of the Charlotte County community. The plan that follows identifies existing conditions, outlines constraints and opportunities, and summarizes the public input and consensus choices for each area of the Manasota and Sandpiper Key community.







## Chapter 3: Existing Conditions



Manasota and Sandpiper Key have recently undergone some infrastructure improvements. Several years ago, an eight (8) foot sidewalk was installed from Sandpiper Key and Beach Road to the northern end of Englewood Beach along North Beach Road in the commercial area. Within the past two years, stormwater infrastructure was constructed to alleviate flooding of the roadways along the southern part of the island and the Gulf Boulevard corridor. Each of these improvements have provided benefits for the community, but each was done without the benefit of a master plan and an understanding of how these types of improvements will impact future projects. For example, the stormwater structures built along the Gulf Boulevard area occasionally create a challenge to placement of a sidewalk or path within the existing infrastructure.

Typical items found within Manasota Key right-of-way:

- Above ground and overhead utilities
- Stormwater structures and conveyance systems
- Grandfathered parking spaces or driveways
- Encroachment of private structures and landscaping
- 12 feet wide travel lanes with 18 inch curbing at edge
- Mailboxes serving multiple addresses



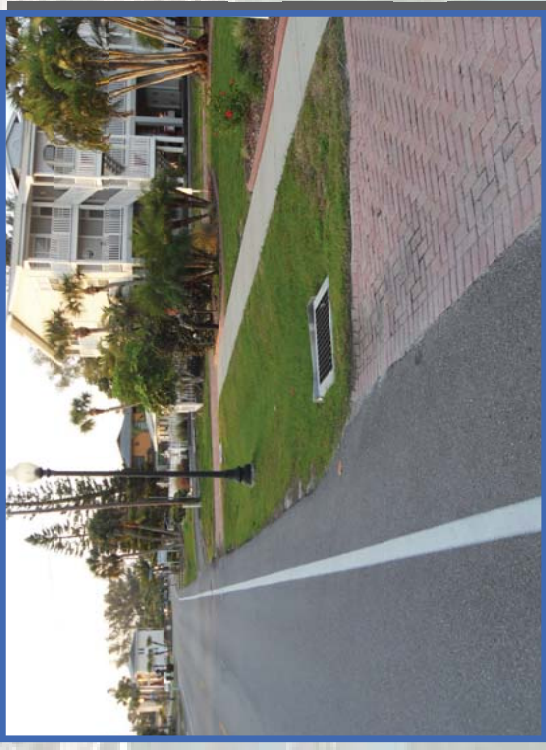
### Gulf Boulevard

The right-of-way varies in with depending on the roadway. Gulf Boulevard is considered a local street and has a wide range of right-of-way widths. From north (round-about) to south (Stump Pass Park), the right-of-way is 60-70-75-50 feet, respectively, at points along the roadway. These types of conditions make it challenging to provide a consistent design of any pedestrian or bicycle facility.

Any proposed pedestrian facility along Gulf Boulevard is going to encounter two types of obstructions, as can be seen in Figure 1 below. Landscaping and stormwater structures are the two most prevalent obstructions which limit new facilities and would have to be moved or replaced. Dependent on the type and size of a facility, the impacts can be minimized. These options are further discussed in Chapter 5.

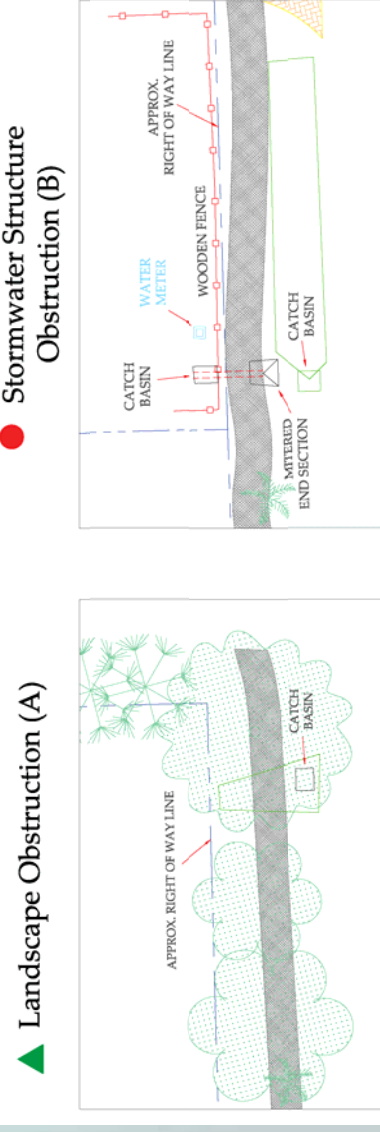


*Tight right-of-way and wide travel lanes leave little room for a usable shoulder along Gulf Boulevard. Residents and visitors must avoid conflicts with numerous driveways and vehicles parked along side of the road.*

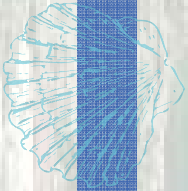


*The recent redevelopment of a commercial project along Gulf Boulevard has provided this example of efficient use of the available right-of-way, where sufficient room exists.*

**Figure 1: Obstructions**







## Chapter 3: Existing Conditions

### North Beach Road

North Beach Road starts at the round-about and heads north towards the Sarasota County line. This corridor is unique in that it transitions between three different types of built environments. At the intersection with the round-about and along the Englewood Beach frontage is considered the primary commercial core (Yellow on Map 1). Once past the beach area, the corridor transitions into a high density residential area that is primarily comprised of condominiums. The housing stock covers the full spectrum of construction throughout the past thirty or more years (Red on Map 1). This area is consistently a higher density and style of residential developments until your reach the Tamarind Gulf and Bay Condominiums.



The area clearly transitions into a lower density and more prevalent single-family or low to mid-rise condominiums once past the center turn lane on North Beach Road. The remainder of this corridor consists of lower intensity of development with larger setbacks and smaller buildings. A substantial amount of vegetation and ground cover has been preserved to date in this portion of the corridor, as it transitions into Sarasota County and a tree canopy preservation road.



The plan identifies each of the three corridors with unique constraints and opportunities. It was also obvious during the two public input meetings that many of the residents wanted to treat these areas differently. Some opportunities and existing conditions that exist within this corridor are:

- Approximately 76 feet of right-of-way
- Fewer above ground utilities and other mechanical/electrical equipment obstructions
- Wide drainage areas with gentle slopes
- Existing sidewalk infrastructure
- Close proximity for walking to the commercial core and beach area from the most intense residential development



### Commercial/Beach Area

The roadways have 12 foot lanes with a substantial five foot shoulder. There is inconsistent signage and pavement markings along this corridor. As you can see by the pictures above, The dedicated bicycle lane in the shoulder is marked on the asphalt, but the sign indicates in begins ahead. In addition, this dedicated bicycle lane is the most utilized facility by pedestrians in the busiest and most intensely developed part of the corridor.

One of the most noted concerns by the attendants of the March public input meeting was the concern over safety related to high speed traffic throughout the community and from the existing 18 inch curbing that separates the sidewalk from the travel lane. The round-about was designed with wide radii and allow for cars traveling into the area to speed through. Crosswalks are poorly marked and an insufficient amount of crossings are available..



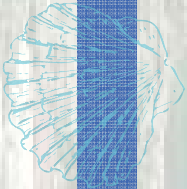
*An 18 inch curb was constructed to separate the sidewalk from the travel lanes because they are on the same grade. This creates a dangerous conflict for bicyclists trying to utilize the street.*

It is recommended to provide at least 10 feet for a multiuse path; or 6 feet for sidewalk with 3 to 5 feet for on-street bicycle lanes. The existing conditions provide a substandard mix of both. The picture to the left shows the challenges pedestrians face when navigating the commercial core of Manasota Key. Existing driveway access and blind vehicle movements make it challenging for those on foot, bike, and within vehicles. There is no substantial delineation of which area is for pedestrians. As is a common condition in Manasota Key, many of the parking spaces for local businesses actually encroach the public right-of-way and make for very wide driveways onto Beach Road and North Beach Road.



*A mailbox serving multiple addresses is inconveniently located at the confluence of a variety of users and facilities, such as, walkers, drivers, and lighting. The MSTU requested relocation and better planning.*





## Chapter 3: Existing Conditions



### Sandpiper Key

Sandpiper Key offers unique challenges. It is a residential island which is flanked by two bridges, one to the mainland and one to Manasota Key. Part of the existing infrastructure includes the typical 8 foot sidewalk with separating 18 inch curb that can be found throughout the area. Sandpiper Key is also surrounded by mangroves and other environmentally sensitive and protected vegetation. The road through Sandpiper is elevated with a substantial drop-off into the mangroves. While there is sufficient right-of-way on paper, the physical constraints and lack of room to provide a gradual slope within the right-of-way, makes construction of on-surface facilities nearly impossible.

Within this corridor, there is also a sidewalk along the eastern side. This allows pedestrian traffic on both sides of the roadway. However, there is inconsistent signs and markings that have lead to user confusion. These conflicts are evident in the pictures to the left.

The top picture on the left shows a sign that states the “Bicycle Lane Ends,” after coming over the bridge from Manasota Key and heading north towards the Tom Adams bridge. However, the only bicycle lane that is designated between this point and the round-about is on the bridge.

Despite the bridge offering the only designated and marked bicycle lane along Beach Road, and can be seen in the bottom picture on the left, the sign instructs users to “Walk Bicycle Across Bridge.”





## Chapter 3: Existing Conditions

### Community Lighting

Lighting is a key component of this Master Plan. For several years, the committee has struggled to find ways to reduce the annual costs of maintenance for lighting throughout the MSTU area. In addition, there are on-going challenges maintaining compliance with local and state ordinances related to Sea Turtles. This beloved creature is a protected species and is highly sensitive during the main nesting months, which runs from May until October.

There are three main types of lighting existing and maintained by the MSTU. Overhead street lights provided by FPL can be found throughout Manasota and Sandpiper Key. This lighting type can be seen in the top picture on the right. The second most prevalent are the residential style globe street lights which are powder coated black and can be seen in the bottom picture on the right.

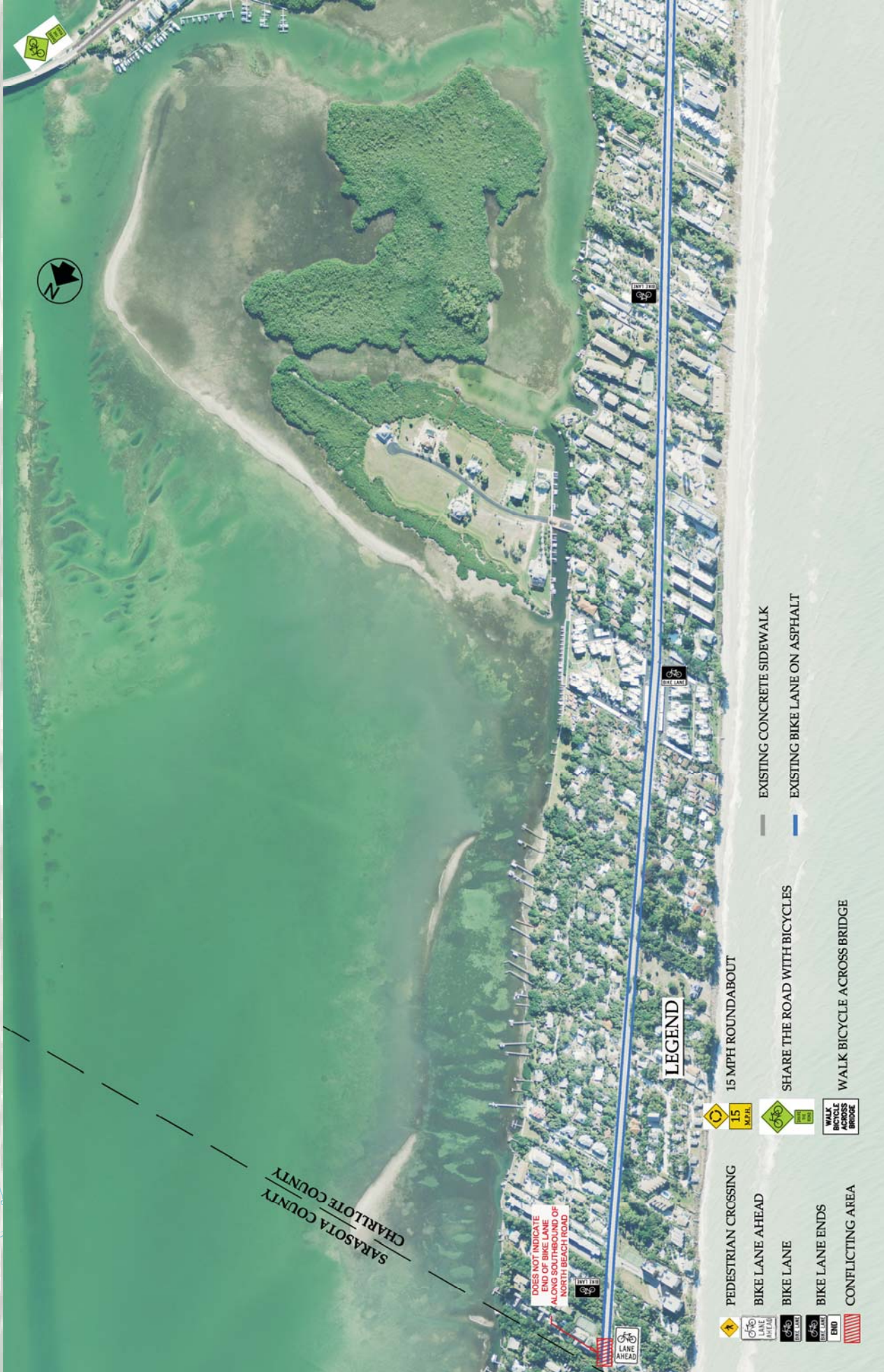


The third main type of lights are shown on the left. These overhead hanging lights are located within the commercial core and round-about of Manasota Key. With the bulbs recessed, they provided sufficient shielding during sea turtle nesting season and do not have to be turned off. Therefore, they are able to provide lighting for safe travel throughout the year.



These residential lights have provided the most concern throughout the community. Based on the technology and electrical design when they were installed, they must be individually managed when turtle nesting season requires reduced light pollution. These lights have also been expensive to maintain. The MSTU was forced to contract out light maintenance in order to keep up with the outages and sea turtle season requirements. As you can see by the picture to the lower right, several lights have aluminum caps in order to limit the light exposure at the beach. However, this type of shielding is not sufficient and is not compliant with local Charlotte County Ordinances for sea turtle lighting.



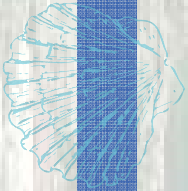




## Chapter 3: Existing Conditions







## Chapter 4: Public Input Efforts

Public outreach is a critical component to the development of a Master Plan. On March 26, 2013, Charlotte County and the Weiler Engineering (WEC) team hosted a public workshop open to anyone in the Manasota and Sandpiper Key community in order to identify short and long-term goals for infrastructure improvements within the community. The workshop was attended by over 30 people of diverse backgrounds and interests.

The workshop format consisted of a presentation of findings and example projects completed in other communities similar to Manasota Key. Weiler Engineering answered project questions from the audience and addressed the scope of work as assigned to them by the County.

The majority of attendees wished to maintain and enhance the community appearance. There was substantial support for additional landscaping in coordination with any proposed projects. Most residents felt that the cost to maintain additional landscaped areas was worth the annual cost increase. It was clear from this initial meeting that residents felt strongly about fixing the lighting issues that had plagued the MSTU and would further protect the sea turtle. Managed lighting has become a way of life on the Key.

During the workshop, the attendees participated in table exercises to identify constraints and opportunities within the community. They were also asked to complete a preference survey for the key areas of focus, which were:

- Lighting
- Bike and Pedestrian Safety
- Parking
- Infrastructure Improvements
- Aesthetics
- Signage

Parking was a hot topic. The idea that additional parking could be provided in the area was of great interest. There was substantial discussion related to this issue, but most comments during the meeting steered towards the positive when context sensitive design examples from other communities were presented as potential options. The challenge of providing on-street parking was going to be redesigning the road in a constrained right-of-way







## Chapter 4: Public Input Efforts

while improving appearance and water quality that ultimately ends up in the surrounding waters.

Results from this public meeting identified the following items in order of ranking:

- Additional bike lanes/trails
- Reducing the number of cars that park improperly on the sidewalk
- Improve design of community signage
- Increase shade for walking
- Redesign parts of North Beach and Beach Road to make it more attractive
- Reduce automobile speeds

A second public input meeting was held in Englewood on November 6, 2013 to obtain community input and provide a project update. For this meeting, the County staff and the MSTU sent post card notifications to nearly all residents in the area served by the MSTU. It was important to the community to have a large turnout and receive valuable input on these critical decisions.

Sign-in sheets provided at the meeting indicate 56 people were in attendance. During the meeting, WEC, MSTU members and County staff presented a project summary, the scope of work, and the role of the MSTU moving forward. As part of the presentation, WEC handed out a follow up preference and prioritization survey discussions about what WEC received up to 42 votes on the preference ballots. While responses were varied and many voters did not complete the ballot per the instructions, there was still sufficient comments and voting to identify community preference for both facility type and prioritization of improvements.

The results identified the commercial core area of North Beach Road (Figure 1, Yellow) as a priority area for improvements. This is the heart of the community and serves as the welcoming and primary stopping point for visitors. With the proximity to Englewood Beach, local restaurants and nightlife, and shopping, this area serves a variety of users. The Second priority identified was to add facilities to the south side of the Key, from the roundabout to Stump Pass Beach State Park. This corridor boasts a tremendous concentration of walkers, but also has some of the highest conflict points. Those who provided comments generally want to see this corrected for safety and convenience purposes.

Two improvement options were clear to those who attended. By a wide margin, they selected two six foot sidewalks and on-street bike lanes for the section north of the commercial area to the condominiums; and would like the FPL lighting removed if photometrics can be met with the recommended street light change.





## Chapter 5: Proposed Improvements

Through public input, research, and preliminary engineering review, our team has been able to identify several projects that will improve safety and accessibility throughout Manasota and Sandpiper Key. The goal was to take a long-range outlook and develop potential projects that achieve two things: 1) correct deficiencies and reduce maintenance costs; and 2) make the community a better place to live, work, and play.

Our primary focus was on safety. After multiple site visits and interviews of beach goers and residents, it was clear their biggest concern was the speed of vehicles. Traffic calming in the round-about and along the entire roadway network is essentially non-existent. Based on our professional experience and on-site investigations, we attribute the speed to following three items:

- Wide lanes of 12 feet and asphalt widths that are oversized for current 35 and 25 MPH speed limits. The lane widths are a change from the traditional 10-11 foot lane widths that the community previously experienced. Recent resurfacing projects changed the striping pattern throughout the roadway network.
- Limited street trees or other landscaping to provide shade, but also serve as a traffic calming and beautification of the community
- Poorly marked pedestrian crossing and use areas, limited defined bicycle use areas, and wide radii around the round-about.

These items can be readily corrected with some short-term improvements, but can also be wrapped into larger projects which expand the pedestrian and bicycle network. The level of use throughout Manasota and Sandpiper Key is impressive. Hundreds of people are walking about their neighborhood and along the main corridors at any one time. During tourist season, these numbers are exponentially larger. As the weather cools and more seasonal residents and tourists return to the area, the roadways and sidewalks are at capacity. But gaps in the network and a failure to connect residential areas with the commercial core are glaring failures of the current network. The following recommended projects meet the most important principles of a safe and convenient community:

- Design context-sensitive facilities to meet the population's needs
- Understand pedestrians and types of users, how they circulate and what is important to them
- Create an environment that clearly focuses on pedestrians and allows drivers to understand their intent
- Speed, speed and speed. Reducing speed by a mere five miles an hour can turn an accident into a close call.

The following lists of projects are organized from north to south and consistent with Map 2 on Page 4. The color coded areas serve as a key to the geographic area studied and as a basis for how these improvements were developed.



Figure 2: North of Beach (Red)

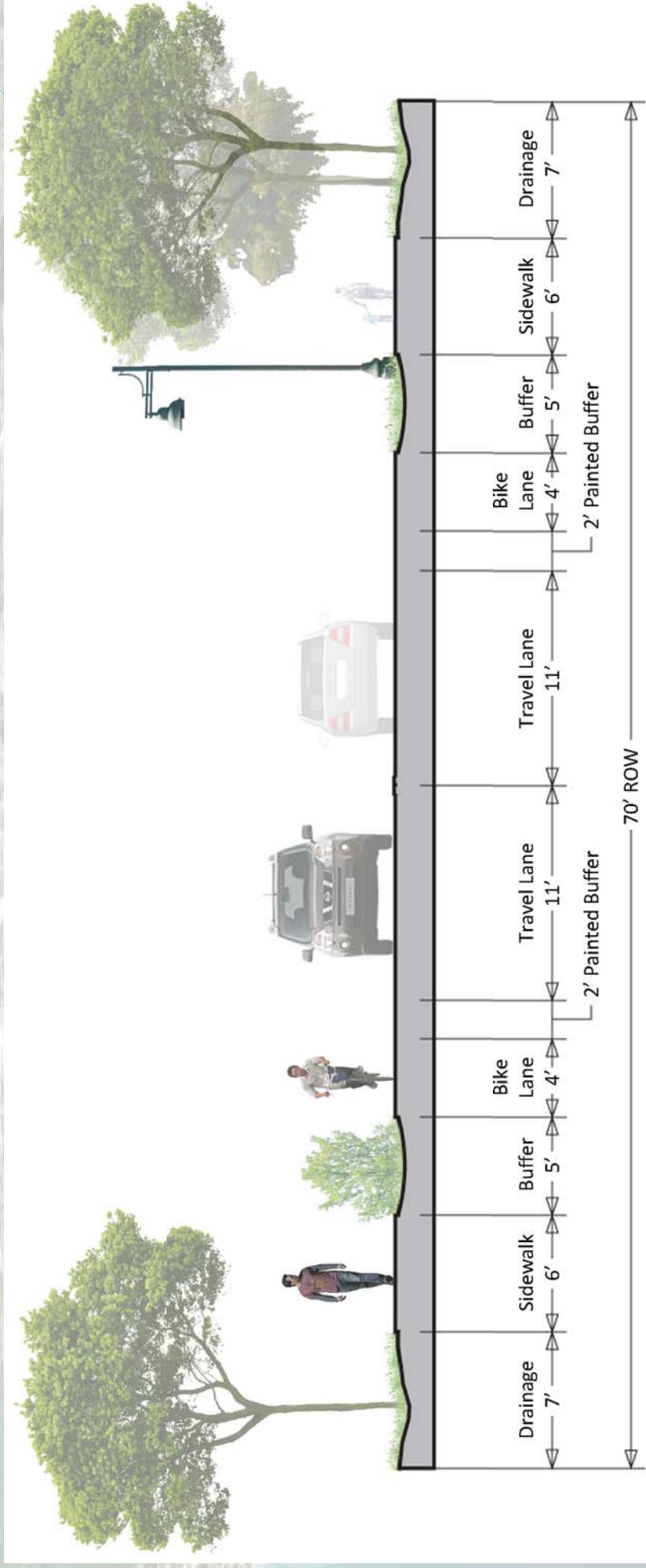


Figure 2 shown above, was the preference of 33 out of 39 respondents during the second public input polling. These improvements would start north of the commercial area and Englewood Beach and continue for over a mile north. This improvement includes two 6 foot sidewalks, one on each side of the roadway, and a dedicated and marked bicycle lane within the existing pavement area. This can be accomplished by restriping the road to narrow lane widths to 11 or perhaps as narrow as 10 feet. Accessory components of the proposed improvement include intermediate buffers to provide separation from traffic and additional stormwater runoff treatment. This plan also includes substantial landscaping to be included along the entire corridor. Canopy trees close to the roadway will help invoke traffic calming and develop a road canopy that will provide shade to users. This format also always users to avoid crossing the street unless necessary.

The alternative option, a 10 foot multiuse trail along one side of the roadway, gathered little interest by the attendants. The alternative multiuse trail is estimated to be more expensive than the preferred option. In addition, it would have required users along one side to cross the busy street in order to benefit from the facilities.

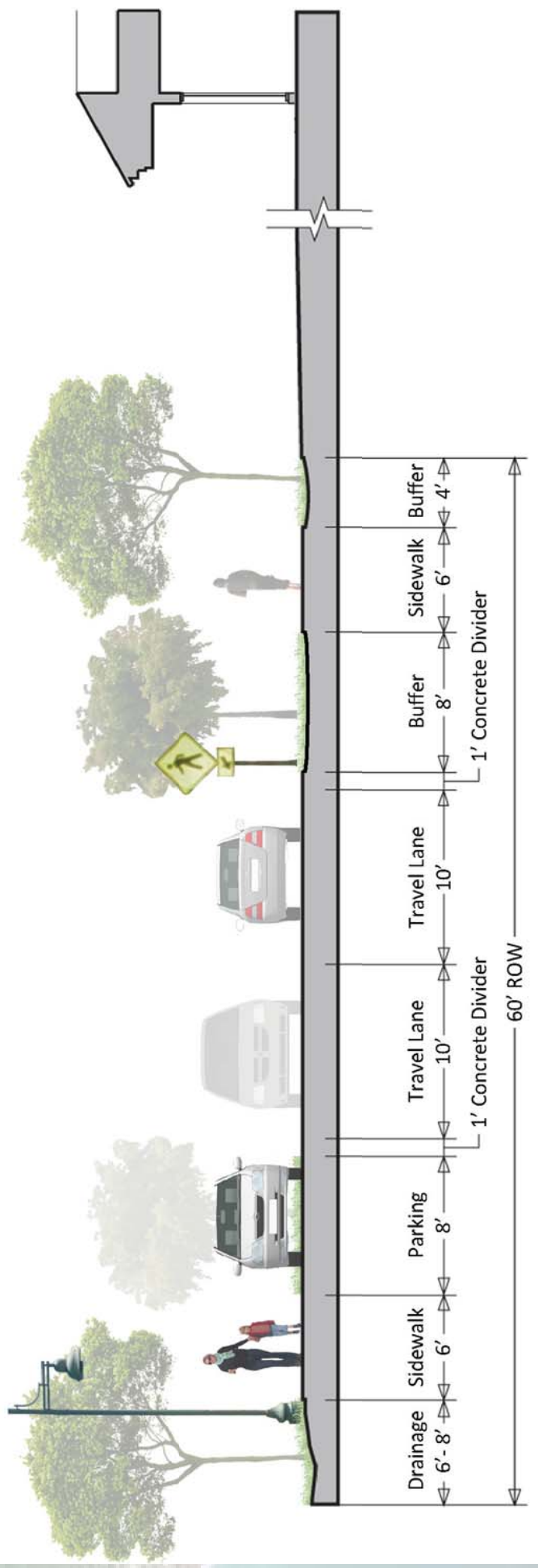






## Chapter 5: Proposed Improvements

Figure 4: Commercial Area (Yellow)



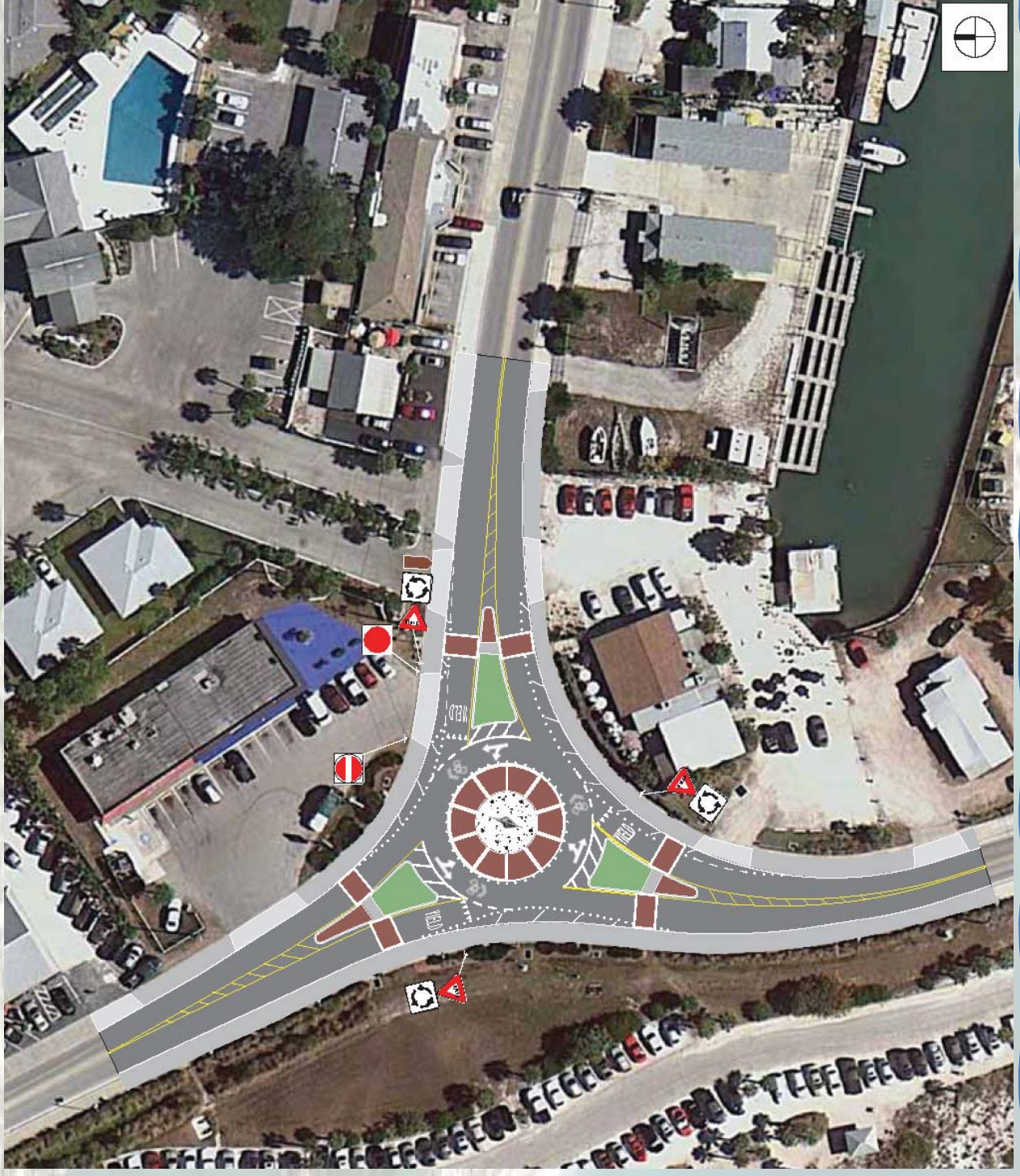
Figures 3 and 4, shown on the previous page and above, respectively, show a major redesign and construction of the commercial section of North Beach Road. This area, just north of the round-about and along the Englewood Beach Park, draw the most pedestrians, bicyclists, and vehicles. Access to the park is across from several local restaurants. While there is a cross walk between the east side of the road and funneling pedestrian traffic to the park entrance, this area was identified by public input meeting attendees and on-site user interviews as a dangerous place to be. Most were concerned about the speed of the traffic.

To overcome the speed of the traffic and to address a key long-term issue, on-street parking was selected as part of the strategy to create a narrower vehicle use area, which would slow speeds down substantially. An additional benefit to the safety improvements is the addition of approximately 51 parking spaces within close proximity of restaurants and stores that are currently constrained by on-site limitations and cannot provide necessary parking to increase their business opportunities. Completing this project requires an amendment to the County Land Development Regulations (LDR) to call out on-street parking and to identify priority users, such as restaurant goers, in a manner that makes sense for the community as a whole. It is recommended that County staff coordinate with the MSTU during or prior to engineering design of this segment in order to update the LDR Ordinance.



## Chapter 5: Proposed Improvements

Figure 5: Round-about (Yellow)



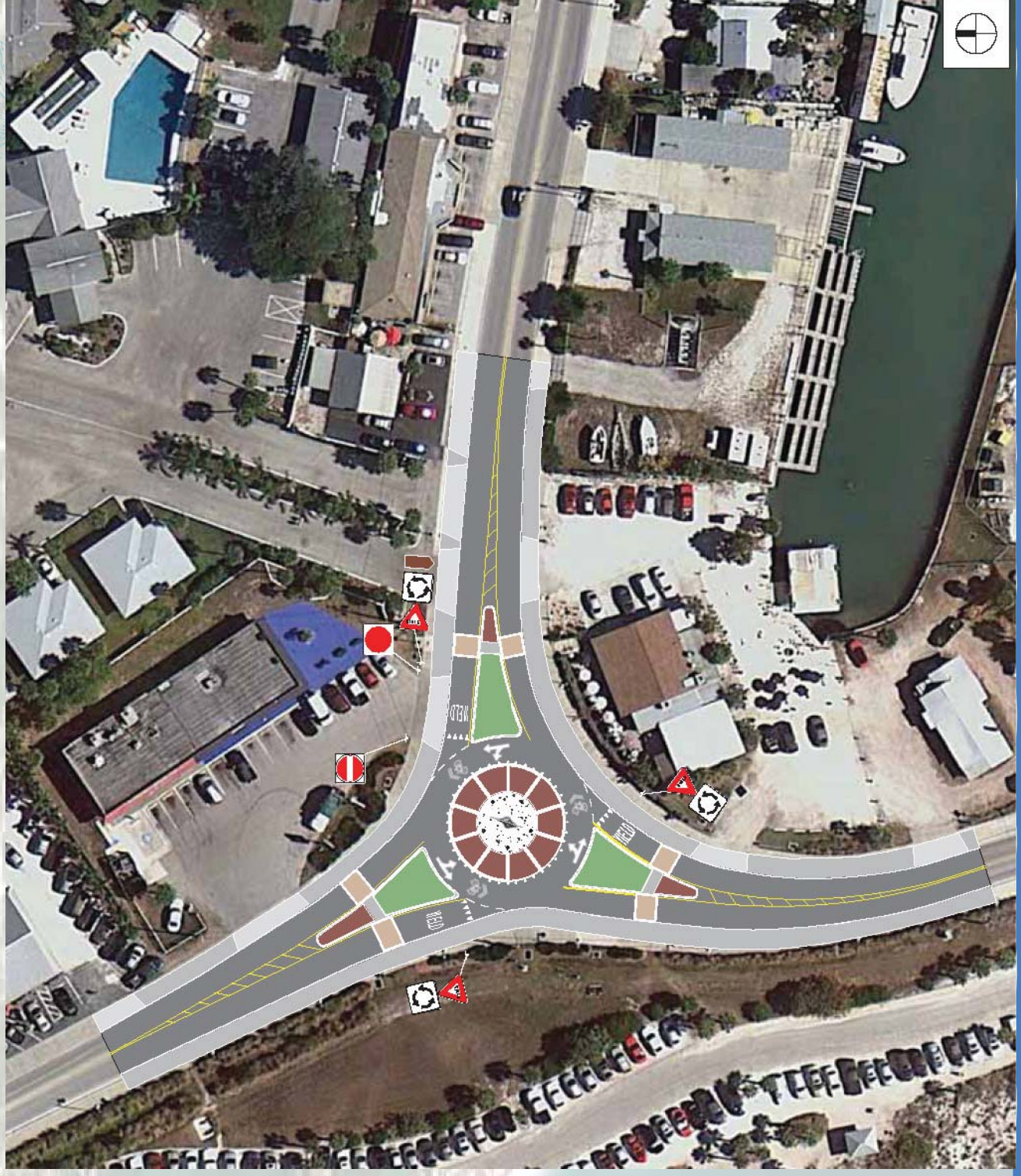
The proposed improvements shown in Figures 5 and 6 on the following pages offers a two step approach. The first step is a cost effective solution to speeding through the roundabout without taking on a major capital project.

This approach is recommended to create safety improvements, such as extending the landscaped median towards the center of the roundabout. This will reduce the travel lane widths entering the circle. In addition, expansion of the outer curb edges towards the travel lanes and the middle of the roundabout will create the need for a more dramatic turning movement by drivers; therefore, reducing speeds. This approach has been highly successful in other communities.

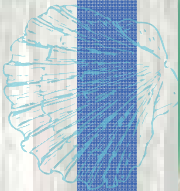
The two step process is not necessarily needed; however, it offers an opportunity to fine tune the design and changes before spending limited resources on design and construction. This type of improvement is typical of a safety improvement that qualifies for FDOT grants.



Figure 6: Round-about (Yellow)







## Chapter 5: Proposed Improvements

Map 4: Gulf Boulevard (Aqua blue)

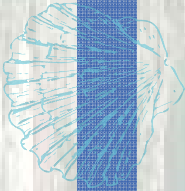




## Chapter 5: Proposed Improvements







## Chapter 5: Proposed Improvements

Sandpiper Key presented challenges. The roadway is elevated with steep drop-offs into environmentally sensitive areas within close proximity to the edge of pavement. The County has cleared and maintained a minimal area for the existing 8 foot sidewalk and occasional landscape cluster. Figure 8 on the previous page and Figure 9 on this page, show a combination of options that are available for Sandpiper Key. The first priority is to develop a landscape plan that creates a gateway into Manasota Key. The existing dual left/right turn lane that starts just after the condominium entrances and extends towards Manasota Key does not serve any properties. Locals reported there was a boat ramp along this area, but it is not longer in use. After presenting some concepts to County Transportation Engineering staff, it was determined to be acceptable at this juncture to close the dual turn lane and create a landscaped median that can provide canopy coverage or a grand entrance through the community. This aesthetic improvement has the potential to provide a “wow” factor.

Also shown in Figure 8 and 9 is a proposed 10 foot boardwalk. Most of the study area faces constraints from encroachment of private property, landscaping and grandfathered parking or access. Sandpiper Key simply does not have full use of the public right-of-way due to elevations and environmental factors. This limits opportunities to revamp the roadway similar to the previous recommendations. The boardwalk would be elevated on pilings to overcome the dramatic elevation change at the outer edges of the right-of-way. It is questionable if the state permitting agencies would approve the impacts to the mangroves along this corridor necessary to construct such a structure. However, with restriping to narrow lane widths along this long straight stretch and reducing the width of the sidewalk, a dedicated bike lane can be added as a facility.

The primary recommendation for this area is to add midblock cross walks for safety, which also serve as a traffic calming device, and to add gateway landscaping and signage. Repetitive signage indicating that bicycles share the roadway are a critical safety feature that should be considered.

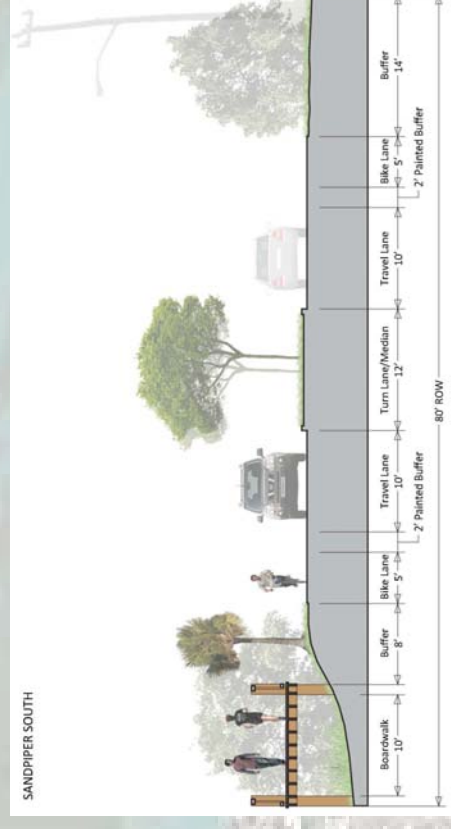
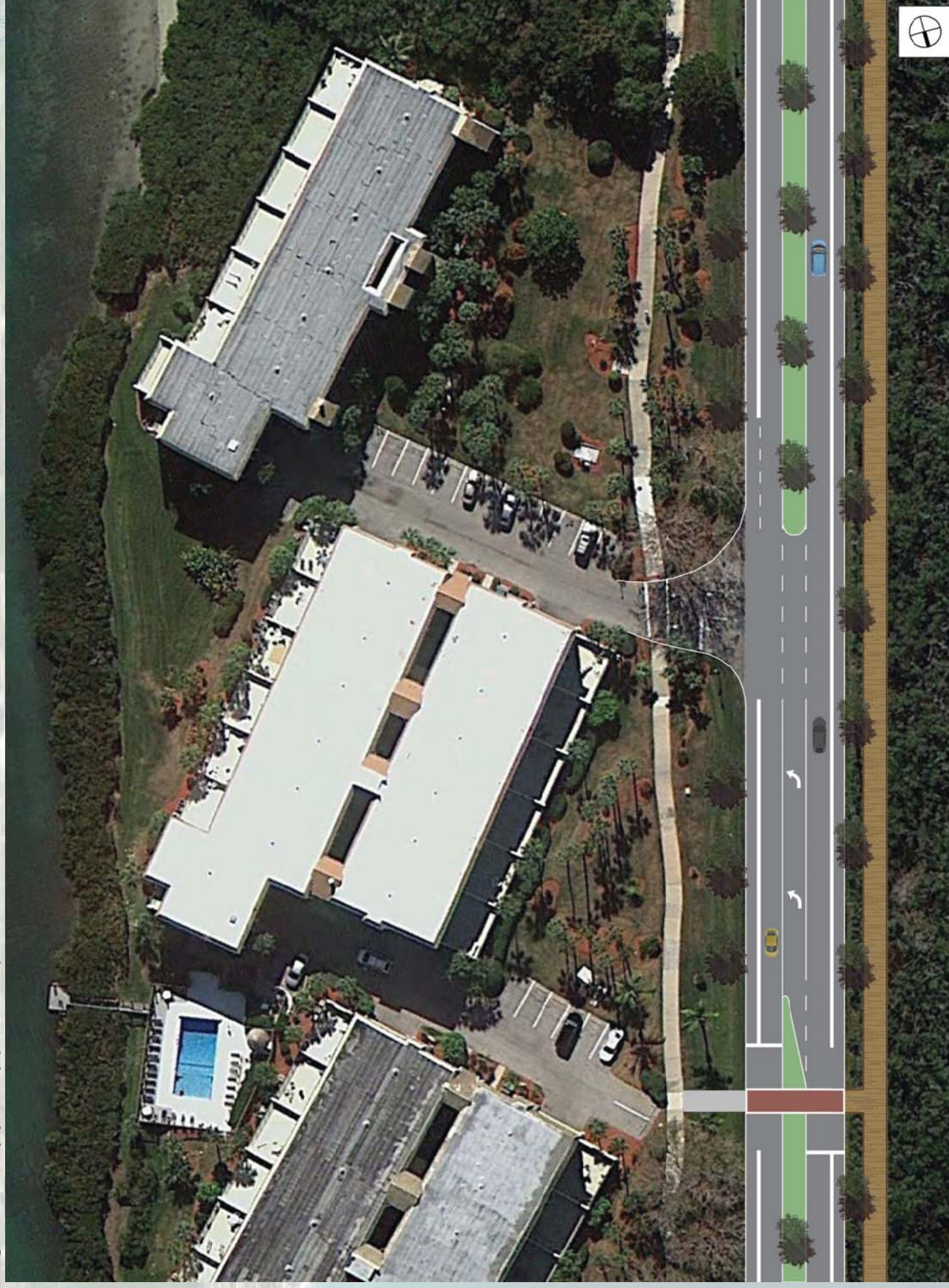


Figure 7: Sandpiper Key (Dark blue)



Figure 8: Sandpiper Key (Dark blue)





### Street Lighting

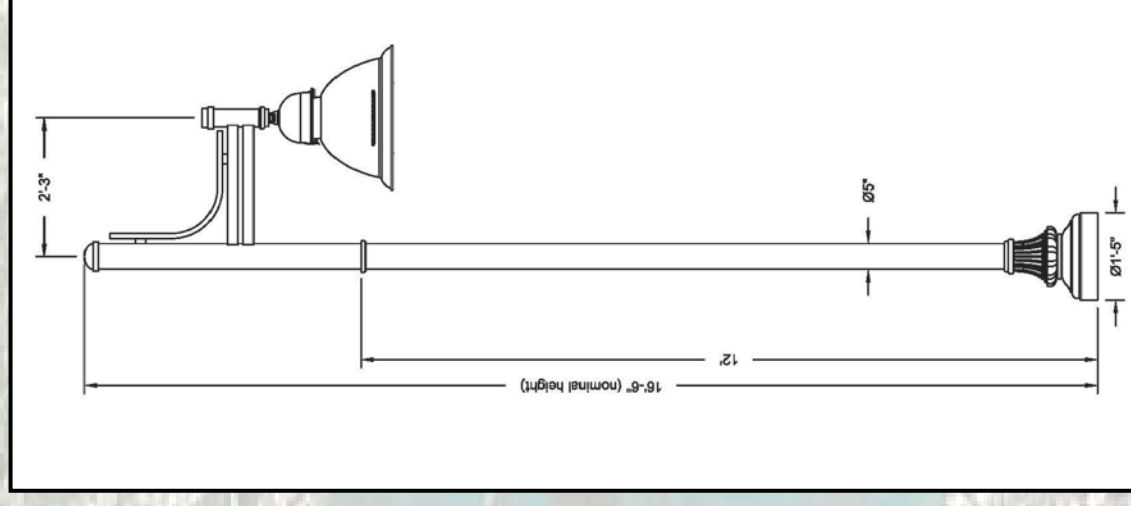
There several other areas which were identified as potential improvements. Lighting is one that has been discussed as a critical need. As mentioned in the Existing Conditions Chapter, the Manasota street light network needs upgrading and modernization. Figure 9 shows an overhead style of street light that is similar to the style within the commercial core of Manasota Key. Charlotte County has adopted technical specifications for street lights that are similar in nature. By trying to utilize the style and specifications approved by Charlotte County, costs for repairs and maintenance should be reduced. However, it is worth the effort to evaluate alternative manufacturers in order to get the best option available on the market.

As part of the study, our team evaluated multiple technologies and styles. Based on input from the MSTU committee and a cost-benefit analysis of available data, LED technology has finally reached a manageable Return on Investment. The new technology allows for a variety of light management systems, including remote and enterprise management systems. These systems cannot be integrated with Charlotte County's street and traffic control management system, but it can be made part of the MSTU maintenance responsibilities and handled by an off-site contractor. The service options range from standard, to enterprise system manager, to full concierge where the community doesn't have to worry about any technical details. The system manager will handle all monitoring and reporting for the entire system from a remote desktop.

By adding a lighting management system, the MSTU can monitor bulb hours and energy usage and life cycle. This puts full control at the communities hands and allows them to be quickly notified if equipment needs repair or replacement.

The most important part about selecting this style of lighting, is that it allows the MSTU committee to reduce the annual costs of turning off street lights. Not only will more safety lighting be provided for the community, but the recessed bulb and full shield are sea turtle friendly and approved for use during nesting season by the Florida Fish and Wildlife Conservation (FWC). Charlotte County Natural Resources Department was contacted and provided details of the proposed lighting changes. Funding opportunities were researched through FWC and are still unsecured. A small grant was previously used for lighting repair and replacement in the Manasota and Sandpiper Key area. FWC was the grant provider, but budget cuts over the past several years have left minimal funding available for new projects outside of research.

Figure 9: Lighting Fixture





### Signage

There are two major components to signage. Way finding and safety work in conjunction with each other by directing residents and visitors by foot, bicycle, or vehicle, to the appropriate places. Manasota Key has two highly desirable destinations in Englewood Beach and Stump Pass State Park. These two beaches attract thousands of visitors every year who wish to enjoy the beauty and charm of the area. By providing the Key safe and enjoyable recreational options, everyone will be able to experience an increased quality of life.

Way finding signs, as shown in Figure 10 to the right, provides mile markers and trail identifiers for those using the network for recreational purposes. It also provides people a geographic reference point when identifying a place on the Key. These signs can be mounted on bollards or short posts along the pedestrian network.

As discussed in the Existing Conditions Chapter 3, conflicting signage is a problem in Manasota and Sandpiper Key. The traffic control signs are conflicting and inappropriately located. “Bike Lane Begins Ahead” signs are often located along an area that is already marked as a bike lane. Map 3 on Pages 12 and 13 has identified a handful of the most obvious conflicts. Future design of any project shall give careful consideration and evaluation to removal of conflicting signs and installation of those which are consistent with FDOT requirements. Additional sign needs have been identified in Figure 11 and Figure 12 on the following page.

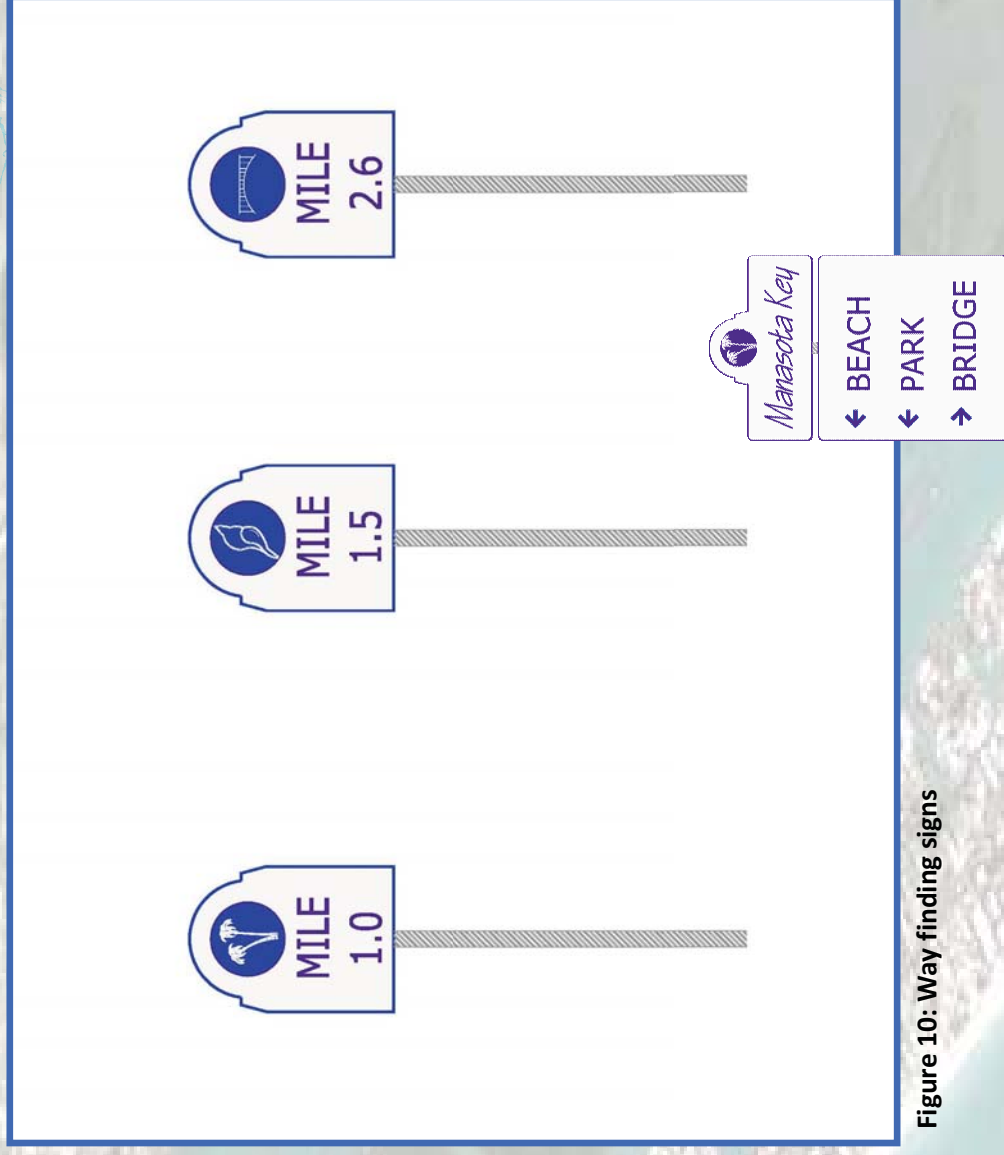


Figure 10: Way finding signs



Figure 11: Proposed Crosswalk Signs

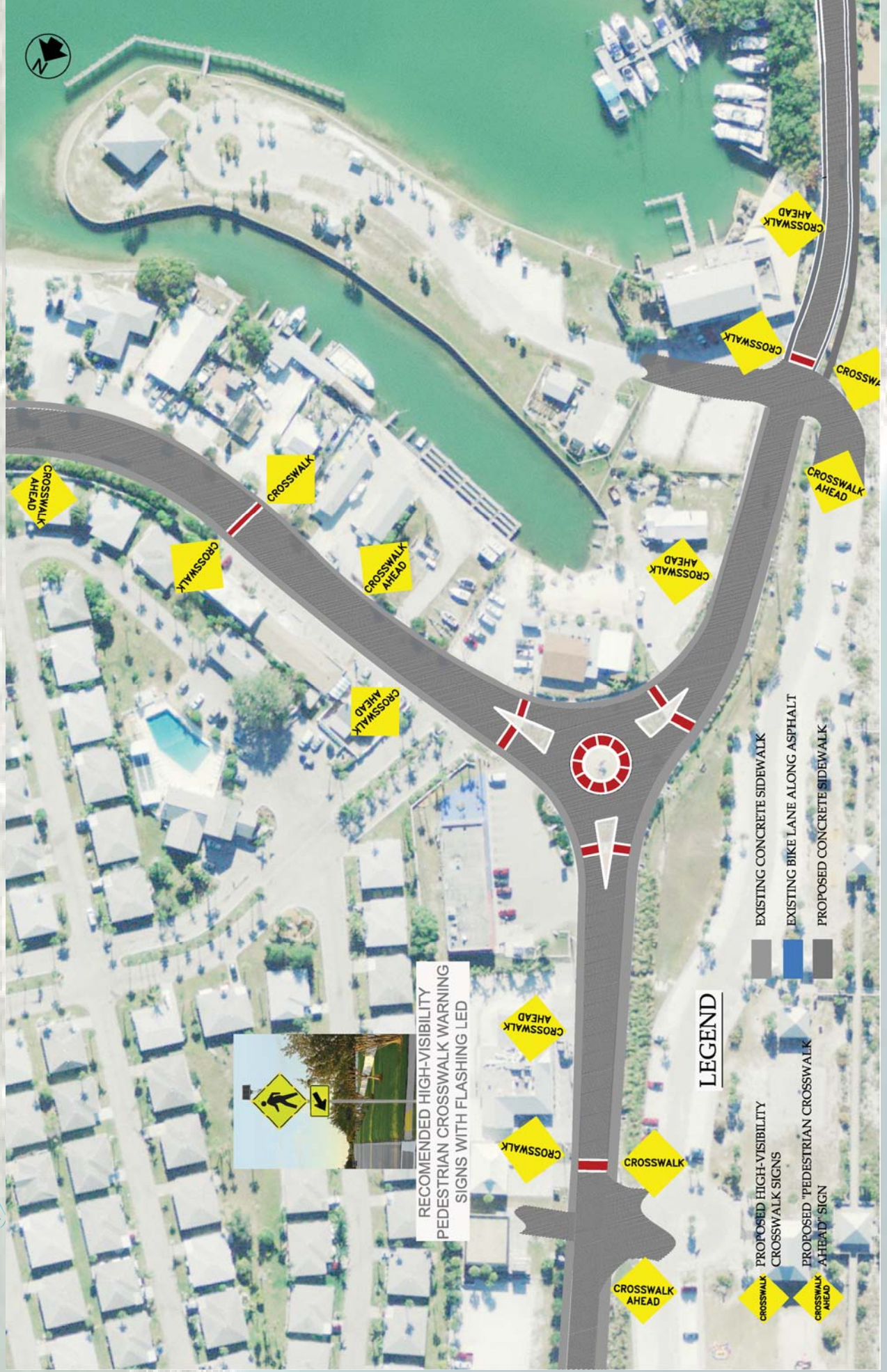
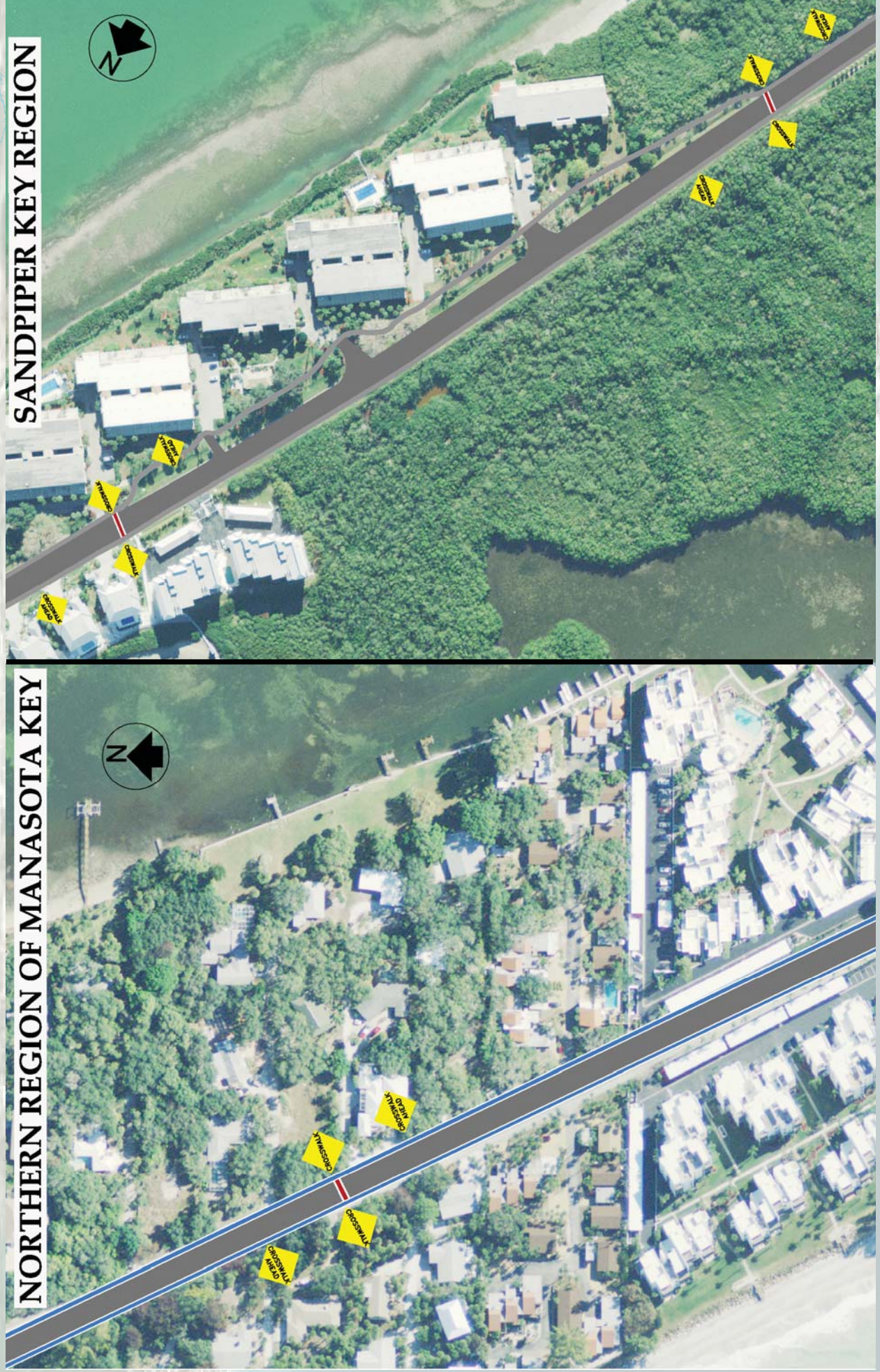
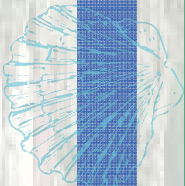




Figure 12: Proposed Crosswalk Signs







## Chapter 5: Proposed Improvements

Map 5: Public Art





## Chapter 5: Proposed Improvements







## Chapter 6: Project Development

Table 1: Area priorities as determined by polling at November 6th public input meeting (2nd meeting)

Priority	Location (Key Map Color)	Description
1	Commercial Area (Yellow)	Roundabout safety improvements On-street parking and drainage redesign
2	Gulf Boulevard (Aqua blue)	6 foot sidewalk on western side of road Restriping for bike lane, landscaping
3	North of Commercial/North Beach Road (Red)	6 foot sidewalk on both sides of road Restriping for bike lane, landscaping
4	Sandpiper Key (Dark blue)	Restriping and median landscaping gateway
5	North to County line (Green)	Restriping and marking shared shoulder



## Chapter 6: Project Development

Table 2: Projects priorities based on MSTU approval and remaining future projects

Priority	Project Description	Estimated Cost*	Funding Sources	Time Frame**
1	Update and add mid-block crosswalks	\$48,500	MSTU	2014
2a	Gulf Boulevard 6 foot sidewalk (west and partial east), lane/bike lane restriping	\$308,715	MSTU	2014-15
2b	Gulf Boulevard Landscaping	\$75,000	MSTU	2014-15
2c	Street Lighting Replacement	\$154,943	MSTU, FWC	2014-15
3	Commercial Area On-street parking	\$473,500	MSTU, SWFWMD, LAP	2014-15
4a	North Beach Road 6 foot sidewalk and restriping, both sides	\$360,531	MSTU, LAP	2017
4b	North Beach Road Landscaping	\$123,736	MSTU, LAP	2017
4c	North Beach Road Street Lighting	\$123,888	MSTU, LAP, FWC	2017
5	Way finding and signage updates	\$75,000	MSTU, LAP	2018
6	Roundabout Safety Improvements	\$16,500	MSTU, LAP	2020

\*Project costs are estimates for planning purposes only. They do not include Mobilization/demobilization, insurance, MOT, or other similar items regularly required as part of a bid or construction agreement.

\*\*Time frame is based on MSTU direction given at the December 11, 2013 meeting to fund the design of the first three projects listed. Remaining projects are estimated.





## Chapter 6: Project Development

Additional projects that can be completed separately from major projects identified on previous page:

Striping to narrow lanes and mark bicycle lanes: \$14,322

Install and upgrade crosswalks for safety: \$42,400

Lighting Improvements Only: \$345,853

Way finding and signage replacement/updating: \$75,000

However, based on MSTU input, the committee clearly preferred to combine projects within a geographic area to gain a better return on investment for design and construction.

### Plan Implementation

Few grants are available at this time due to the lack of inclusion of community improvements on the County's priority funding list. With the adoption of this Master Plan, it is recommended that the MSTU request coordination with Charlotte County staff to include future projects on the County's priority list as submitted to FDOT and through the Charlotte County-Punta Gorda MPO. Furthermore, the MSTU should request the County to adopt this Plan by reference or incorporate into all documents that identify and prioritize bicycle/pedestrian facilities. This should include but not be limited to, the County-wide Bicycle and Pedestrian Plan, the Comprehensive Plan, and the MPO's Long-range Update for 2040.

Secondly and most importantly, the MSTU should request a meeting with County Planning/Zoning staff to develop a scope to modify the Manasota Key Overlay to include on-street parking and associated regulations. It is critical to provide nearby off-site parking as an economic driver. Multiple business owners in the community identified this issue as a priority to their ability to expand and maintain a strong customer base. A strong business community will equal a healthy and prosperous community.